



English Literacy/Civics Education Grant Narrative, 2014-15

A. Program Design and Performance Narrative

Point Value: 70

Use no more than 10 pages to describe how your program will be designed to meet or exceed performance indicators, including the following areas.

- Describe how the program will achieve the following. (7 points)
 - Students' successful completion of the Immigration and Naturalization Service (INS) Citizenship Test.
 - Preparation for the INS interview.
 - Attainment of citizenship.
- Describe how the program will incorporate sufficient intensity and duration of the academic program for students to successfully complete NRS English-as-a-second-language educational levels. (7 points)
- Describe instructional methodologies and other aspects of the program that support the following. State the specific curricula your program will use. (10 points)
 - Rights and responsibilities of citizenship.
 - Local and state history and government.
 - U.S. history and government.
 - The citizenship and naturalization process.
 - Public services, such as libraries or schools.
 - Community services, such as banking, housing, healthcare or legal services.
- Describe activities that take students out of the classroom and into the community for learning experiences. Describe how your program activities provide learning in real life contexts to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship. (8 points)
- Describe your method for assessing student's increased knowledge of content information (e.g. U.S. history and government, citizenship) and participation in civic activities using standardized assessments. (6 points)
- Describe your program's past effectiveness in improving the literacy skills of adults and families. Include metrics that demonstrate effectiveness. (10 points)
- Describe the process for ensuring students are enrolled in EL/Civics in KAERS. (3 points)
- Describe how your program activities are built on a strong foundation of research and effective educational practice. (7 points)
- Describe how your program activities effectively employ advances in technology, as appropriate, including the use of computers and other technology. (4 points)
- Describe how the program activities coordinate with other available resources in the community. (2 points)
- Describe whether the program activities offer flexible schedules and support services (such as child care and transportation) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs. (3 points)
- Describe your program's commitment to serve individuals in the community who are most in need of literacy services, including individuals who are low-income or have minimal literacy skills. (3 points)

B. Enrollment Narrative

Point Value: 20

Use no more than one page to provide:

- Program's EL/Civics enrollment goal. (5 points)
- Program's goal for students achieving citizenship. (5 points)
- Describe specifically the methodology used to determine the goals and how the program will meet or exceed the goals. (5 points)
- If your program had an EL/Civics grant in any past fiscal year, describe the program's success. Include EL/Civics enrollment (goal and actual) and citizenship (goal and actual) for the fiscal year(s) – the two most recent fiscal years – your program had an EL/Civics grant. (5 points)
- If your program has not had an EL/Civics grant in the past, describe the program's success in reaching out to the target population and enrolling adults in EL/Civics (goal and actual) and citizenship (goal and actual) academic instruction. Provide metrics. (5 points)

C. Personnel Narrative

Point Value: 10

Use no more than one page to address the following:

- Describe how the staffing pattern and instructional strategies will enable your program to achieve established goals. (5 points)
- Describe staff qualifications, which must be in compliance with KYAE standards (See [KYAE Policy and Procedure Manual](#), Personnel section). (5 points)